



Memorandum

FROM: Tim Wiedrich, Section Chief
Emergency Preparedness and Response Section

DATE: May 18, 2006

SUBJECT: 2006 Grant Preparedness Workshop
Travel Reimbursement

The 2006 Grand Preparedness Workshop will be held on Monday, June 12, 2006. Accommodations are at the Seven Seas Inn & Conference Center, 2611 Old Red Trail, Mandan, North Dakota, phone 701.663.7401 or toll free 800.597.7327. When making your reservations, please refer to the **North Dakota Department of Health's Grant Preparedness Workshop**.

You will be responsible for making your own travel arrangements. It is also expected that you will pay for your expenses, and the Emergency Preparedness and Response Section of the North Dakota Department of Health will reimburse you after the workshop is complete. Following is a summary of covered expenses:

- Hotel - one night lodging @ \$50/day plus taxes
 - Original lodging receipts required
- Mileage - .375 cents per mile, to and from workshop
 - Departure and arrival times are necessary
- Meals - \$25 per diem, prorated for partial days and meals provided at the workshop

A travel reimbursement form is attached. After your travel, please complete and sign the form and return it to our office. You may contact Juli Sickler at 701.328.2270 if you have any questions regarding reimbursement.

I appreciate your willingness to share your time and expertise with the North Dakota Department of Health. Best wishes for safe travel.

cc: Rose Nelson, Accounting Division